

**CITY OF RICHMOND HILL**

FEE \$ \_\_\_\_\_

Building and Zoning Department

**Building Permit**

P.O. Box 250 Richmond Hill, GA 31324

(912) 756-4521 or (912) 756-6457

~~PERMIT #~~ 

OWNER/APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Email: \_\_\_\_\_

PHONE: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

LOT# and SUBDIVISION: \_\_\_\_\_ MAP and PARCEL #: \_\_\_\_\_

911 ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF PERMIT:**

- |  |   |  |                               |
|--|---|--|-------------------------------|
| <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> MANUFACTURED HOME        | <input type="checkbox"/> TEMP OFFICE TRAILER | <input type="checkbox"/> SIGN |
| <input type="checkbox"/> MULTI-FAMILY  | <input type="checkbox"/> ELECTRICAL/HVAC/PLUMBING | <input type="checkbox"/> POOL/FENCE          |                               |
| <input type="checkbox"/> COMMERCIAL    | <input type="checkbox"/> ACCESSORY BUILDING       | <input type="checkbox"/> OTHER: _____        |                               |

**PURPOSE:** ☐ ERECT ☐ BUILD OUT ☐ REPAIR ☐ ADDITION ☐ REROOF ☐ DEMO ☐ RELOCATEPROVIDE A BRIEF DESCRIPTION OF THE WORK TO BE DONE: \_\_\_\_\_  
\_\_\_\_\_

- TYPE OF CONSTRUCTION:**
- ☐
- TYPE I-A FIRE RESISTIVE 3HR
- ☐
- TYPE I-B FIRE RESISTIVE 2HR
- 
- ☐
- TYPE II-A PROTECTIVE NON-COMBUSTIBLE 1HR
- ☐
- TYPE II-B UNPROTECTIVE NON-COMBUSTIBLE
- 
- ☐
- TYPE III-A PROTECTIVE COMBUSTIBLE
- ☐
- TYPE III-B UNPROTECTED COMBUSTIBLE
- 
- ☐
- TYPE IV HEAVY TIMBER
- ☐
- TYPE V-A PROTECTED WOOD FRAME
- ☐
- TYPE V-B UNPROTECTED WOOD FRAME

TOTAL SQUARE FEET _____	TOTAL HEIGHT _____	# STORIES _____	BATHS _____
# BEDROOMS _____	TOTAL ROOMS _____	SIZE OF BUILDING _____	HEATING TYPE _____
AIR COND. TYPE _____	TYPE OF ELECTRICAL _____	PLUMBING _____	
TYPE OF ROOF _____	FOUNDATION TYPE _____	TYPE OF FIREPLACE _____	

PROPERTY OWNERS NAME (IF DIFFERENT THAN APPLICANT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**POWER COMPANY:** ☐ SEPCO ☐ COASTAL EMC ☐ GA.POWER**FLOOD ZONE CATEGORY:** \_\_\_\_\_ **BASE FLOOD ELEVATION:** \_\_\_\_\_ **DATUM:** \_\_\_\_\_**ZONING CLASSIFICATION:** \_\_\_\_\_ **SETBACKS:** F \_\_\_\_\_ RS \_\_\_\_\_ LS \_\_\_\_\_ R \_\_\_\_\_

1. You will be given a copy of the approved Neighborhood Drainage Plan for the lot pertaining to this building permit, if applicable. A C.O. for this building will not be given if the lot is not graded to drain as shown on the approved plan.
2. The regulation to build at or above the required flood elevation has been explained to me. I understand that areas below the required elevation may only be used for the parking of vehicles, building access, and limited storage for minimal lawn or maintenance equipment. I understand that to enclose beneath the required elevation, there are strict requirements pertaining to hydrostatic vents or breakaway walls depending on the flood zone in which the building is located and that there can be no partitioning of rooms. I further understand that should I violate any of these rules, I may be required to remove the enclosure, that my insurance carrier may be notified and that further remedy may be sought through the courts.
3. Please call (912) 756-4521 by 4:00pm for inspections and give twenty four (24) hours notice.
4. Property pins must be showing and string lines pulled to each pin so that setbacks can be measured before the slab can be inspected and poured.
5. You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to actual construction.
6. Approval by the Building and Zoning Department does not exempt the applicant from complying with all other governmental regulations.
7. A Certificate of Occupancy will not be issued until all water and sewer tap fees, water and sewer connection fees, reuse fees and/or any other outstanding fees are paid.
8. No additional building permits will be issued an applicant where outstanding tap, connection, reuse or other city fees exist on other properties owned by the applicant if a tenant has moved into such property without a certificate of occupancy.

This permit must be renewed if work or construction authorized is not commenced within six (6) months or if construction is suspended or abandoned for a period of one (1) year at any time after work is commenced.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS**

OWNER/APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_